

Office Memorandum • UNITED STATES GOVERNMENT

TO : Advisor for Management

FROM : Chief, Administrative Services

SUBJECT: T/O Changes

DATE: 1 May 1951

1. Per your request, this memorandum will replace my previous memorandums dated 9 March, 14 March, and 30 March 1951, in which revisions to the Administrative Services T/O were requested. Changes have been necessitated as a result of a budget hearing on 27 March 1951, the transfer of an employee from OCD to Administrative Services as recommended by your office, and the additional printing function being added to the Reproduction Division.

2. This memorandum will be a recapitulation to date of our pending requests for T/O amendments requested since 9 March 1951:

TRANSPORTATION DIVISION:

Travel Branch:

Transportation Assistant	GS-7
Clerk (typing)	GS-4

Shipping Branch:

Transportation Officer	GS-11
Transportation Clerk	GS-5

BUILDING MAINTENANCE AND UTILITIES DIVISION:

☐ Building Maintenance Assistant GS-7

Telephone Branch:


<input type="checkbox"/>	Telephone Operator	GS-3
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GENERAL SERVICES DIVISION:

Machine Records Branch:

It is requested that [redacted] positions be added and that this Branch be reorganized to consist of two Sections, indicated as follows:

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as per

Approved class. & Wage

 5/2/87 25X

10370 30700 FID NO. DOC NO. 18 NO CHANGE
IN CLASSIFICATION CLASS CHANGED TO: IS C SET. JUSTS. 22
NEXT REVIEW DATE 1/1/84
NO. PGS. 3 CREATION DATE 1/1/79 TYPE DOC. 02
REV CLASS C REV COORD. AUTH: HR 70-3 25

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<u>Title</u>	<u>Grade</u>	<u>Present Authorized T/O</u>	<u>Additional Positions Required</u>	<u>Total Requested T/O</u>
<u>OFFICE OF THE CHIEF</u>				
Chief	GS-12			
Tabulation Project Planner	GS-11			
Tabulation Project Planner	GS-9			

25X1

CONTROL AND CODING SECTION

Stat. Coding Supervisor	GS-7
Stat. Coding Clerk	GS-5
Stat. Coding Clerk	GS-4
Clerk	GS-3
Clerk-typist	GS-3

MACHINE OPERATIONS SECTION

Section Supervisor	GS-7
Tab. Machine Supvr.	GS-7
Card Punch Supervisor	GS-5
Card Punch Operator	GS-4
Card Punch Operator	GS-3
Tabulating Machine Operation Supervisor	GS-5
Tabulating Machine Operator	GS-4
Tabulating Machine Operator	GS-3

3. The above results in the addition of ☐ positions. The proposed T/O for the Reproduction Division, which will include the printing facility, was submitted with my memorandum dated 17 April 1951, which included the addition of a total of ☐ positions -- ☐ for expansion of present reproduction facilities and ☐ printing personnel. Requests for the addition of ☐ in Real Estate and Construction Division and ☐ in the Records Management and Distribution Branch, General Services Division are being submitted separately. These, together with the ☐ positions listed above will result in an overall increase in the Administrative Services T/O of ☐ positions distributed as follows:

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25X1

25X1

25X1

25X1

	<u>Present T/O</u>	<u>Increase</u>	<u>Proposed T/O</u>
Office of the Chief			
Real Estate and Construction Division			
Transportation Division			
Reproduction Division			
Bldg. Maintenance & Utilities Division			
General Services Division			

25X1

25X1

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